



Fort Liberty Park Rental Agreement



Reservations for Smith Lake, Wilson, Woodland, and Flight Line Parks may be made at:
Smith Lake Recreation Area Office: 910.396.5979 / 910.396.5984

Military Unit or Individual Name: (Please Print) _____

Point of Contact: _____

Phone Number: _____

Email: _____

**** PARK RENTALS DO NOT INCLUDE THE PLAYGROUNDS ****

Smith Lake Recreation Area

Area	Date	Time	Number of Patrons	Fee
Smith Lake Area A (3 Pavilions, Water & Electric)				\$300
Smith Lake Area B (3 Pavilions, Water)				\$150
Smith Lake Area C (2 Pavilions)				\$150
Smith Lake Area D (2 Pavilions, Volleyball, Water & Electric)				\$300
Smith Lake Area E (2 Pavilions, Volleyball, Water & Electric)				\$300
Entire Park Area (Areas A - E)				\$1,200
Beach Pavilion (1 Pavilion)				\$175

Wilson Park

Area	Date	Time	Number of Patrons	Fee
Playground Area (Pavilions 1, 2)				\$300
Fishing Pier Area (Pavilions 3, 4)				\$300
Entire Park (Pavilions 1 - 4)				\$600

Woodland Park

Area	Date	Time	Number of Patrons	Fee
Entire Park (Pavilion 1, 2, 3, 4 & Volleyball)				\$300

Flight Line Park

Area	Date	Time	Number of Patrons	Fee
Entire Park (Pavilions 1, 2, 3, 4, 5, 6)				\$300

Sports Equipment

- Soccer Ball: \$20 Replacement Fee
- Football: \$25 replacement fee
- Playground Ball: \$10 Replacement Fee
- Volleyball: \$25 Replacement Fee
- Basketball: \$25 Replacement Fee
- Horseshoes & Hammer: \$45 Replacement Fee

Cart # _____

Cart: \$20 Replacement Fee Initial for Liability _____ Initial of Staff of returned items _____



Fort Liberty Park Rental Agreement (continued)

**** PARK RENTALS DO NOT INCLUDE THE PLAYGROUNDS ****

Rental Responsibilities:

Initial

- 1) Set-up and break-down must be performed during posted opening hours:
Smith Lake Park, Wilson Park, Woodland and Flight Line Park:
Sunrise to Sunset
Smith Lake Beach Pavilions, select days only (check website and confirm with office):
Memorial Day to Labor Day 11:00 to 18:00 (weather permitting) _____
- 2) Reservations are accepted year-round for military units and up to 90 days for all other parties. _____
- 3) Park rentals **DO NOT** include playgrounds. They are open to the public. _____
- 4) Reservation is guaranteed when the full fee is received for the areas reserved.
Half of the amount is the cleaning fee which will be returned if the area is returned clean. _____
- 5) **NO** alcoholic beverages are permitted in the parks or on the beach.
Must have base approval in advance of function _____
- 6) **PETS MUST BE ON A LEASH AT ALL TIMES** in the park areas or **NO PETS** on the beach. _____
- 7) **NO** smoking outside of designated areas. _____
- 8) **NO GLASS CONTAINERS.** _____
- 9) Noise ordinance enforced. Keep volume to a minimum _____
- 10) Port-a-Potties and hand-wash stations must be arranged if patron count is 200 or more,
BATHROOMS WILL BE LOCKED _____
- 11) **VEHICLES ARE NOT** permitted on the park grounds except to load and unload. _____
- 12) **NO VENDERS** are allowed to sell items without AAFES authorization and written proof.
Authorization given to our office prior to function. _____
- 13) Equipment may be signed out free of charge on a first come first serve basis _____
- 14) Guests **must** stay within the reserved park/pavilion area, other areas may not be used.
Equipment may **NOT** be set up on the road and/or parking areas.
Access and through roads may **NOT** be blocked off. _____
- 15) Picnic tables and other items **may not** be moved from other pavilion areas. Eligible customers
can rent additional equipment at the Equipment Checkout Center @ (910)396-7060. _____
- 16) Cleaning responsibilities include: Wiping table tops, emptying charcoal in designated ash container
Emptying trash into dumpsters (Charge of \$20 per trashcan not emptied subtracted from deposit refund)
Replacement liners (available at park office), and cleaning floors (sweep and hose off if necessary)
Removing all decoration items (balloons, banners, flyers, staples, tape, streamers, etc.).
Confetti and water balloons are NOT allowed.
Cleaning Deposit **will not** be returned if rented areas are left in disorder _____

The undersigned agrees to abide by the guidelines and rules of this rental agreement

Signature of POC for event: _____

Signature of Park staff: _____